



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, August 16, 2017 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **APPROVAL OF THE MINUTES:** June 21, 2017
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **NEW BUSINESS:**
 - a. Formation of a Subcommittee to Develop a Draft Annual Park Inspection Program for Future Commission Input and Adoption
 - b. Oral Report Update on Capital Improvement Projects
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales)
 - b. Report from Commissioners
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Parks and Recreation Commission June 21, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:33 p.m. Commissioners Present: Chair Palmer, Greenberg, Nigel, Salazar, and Zamattia. Commissioners Excused: Vice Chair Davis, Commissioner Gonzales, Commissioner Melendrez. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Chair Palmer led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** Commissioner Greenberg asked that the May minutes reflect that she had not attended Operation Clean Sweep. **MSC Salazar/Greenberg** for approval of the May 17, 2017 minutes with the correction provided by Commissioner Greenberg. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Report on Proposed Fiscal Year 2017-18 Operating and Capital Improvement Program Budget – Director Burns told the Commission that the City Council would be reviewing the budget on Tuesday, June 27, 2017. The proposed budget includes funding for the construction of the new park in the Earl-Glenview neighborhood and Florida Avenue, a new software system for class and activity registrations and facilities reservations, two new parks workers and, funding for improvements at the Commodore Dog Run. Director Burns added that she would like the Commission to reserve their September agenda exclusively for input and discussion regarding improvements to the Commodore Dog Run so that there would be ample opportunity to take public and Commission input. **Commissioner Salazar** asked for information on future operational costs that would be associated with improvements to the Commodore Dog Run. Director Burns replied that if the two new parks workers positions are approved by the City Council, staff feels they will be able to keep up with any additional maintenance that would be associated with improvements at the Commodore Dog Run and two new parks. **Commissioner Salazar** added that he would also like the Commission to keep in mind that there are other facilities in the City that

need to be addressed, not just the parks. **Commissioner Greenberg** agreed with Commissioner Salazar about focusing on other facilities in the City, especially the Skyline Activity Center and a building on Catalpa. Director Burns responded that the Skyline Activity Center will likely be addressed as part of the Fire Station 52 Capital Improvement project.

- b. Update on Status of Filling the Youth Commissioner Vacancy – Director Burns asked the Commissioners to please reach out to the community's youth regarding the Youth Commissioner vacancy and encourage them to apply for the vacancy. **Commissioner Greenberg** suggested that the Commission attempt to recruit a freshman or sophomore in high school to have more continuity in this position.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Chair Palmer** thanked staff for the improvement on the City Park pathways and looks forward to the improvement on the other park pathways. Chair Palmer also said that San Bruno Baseball made some improvements to Diamond 3 at City Park prior to the summer baseball season. Additionally, they will be making improvements to the batting cages at Lions Field with an anonymous \$10,000 donation they had received. **Commissioner Greenberg** told the Commission that there is a \$5,000 grant from "Baseball Tomorrow" earmarked for Diamond 3 and Greenberg Field and asked staff if anything had been planned so far. Director Burns replied that she would meet with Chair Palmer and Commissioner Greenberg before their August meeting to discuss the grant. **Commissioner Zamattia** asked staff why there was no car show at this year's Community Day in the Park. Director Burns replied that after discussions between the Lions Club and the San Bruno Police Department, the Lions Club elected not to host the car show. The Police Department, in the interest of public safety, advised the Lions Club that the car show would have to be moved to the Swimming Pool Parking lot to ensure pedestrian safety along City Park Way.

10. **ITEMS FROM STAFF:** Director Burns updated the Commission on the Senior Center incident and that due to the damage, over half of the Multipurpose Room has been red tagged and was not available for use. The Senior Center Nutrition Program had been moved to St. Robert's Church for the summer and would be moving to the Veterans Memorial Recreation Center in the fall until the reconstruction is completed at the Senior Center.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:02 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: August 16, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Formation of a Subcommittee to Develop a Draft Annual Park Inspection Program for Future Commission Input and Adoption

BACKGROUND:

Upon the completion of the Commission's last scheduled inspection, the Commission requested its inspection program be reevaluated to ensure it was performing the inspections in both a timely and thorough manner. In order to evaluate possible changes to the existing inspection program, staff is requesting the Commission form a subcommittee to evaluate program modifications. Upon the completion of the subcommittee's work, it would return to the Commission with its recommendation for input and adoption.

In the meantime, staff has performed an inspection of all parks east side of El Camino Real: 7th Avenue Park, Lomita Park, 7th Avenue and Walnut Park, Bayshore Circle Park, Forest Lane Park, and Herman Park. Areas requiring attention as well as the work plan for addressing deficiencies is nearing completion and will be distributed to the Commission prior to the August meeting. This information will also be distributed and reviewed by staff with the Commission at its August meeting. Staff will also be performing a full inspection of all parks west of El Camino Real and will develop a similar action plan for addressing deficiencies.

FISCAL IMPACT:
None.

ATTACHMENTS:
None.